

Policies of the University of North Texas Health Science Center	Chapter 05 Human Resources
05.603 Time & Attendance/Leave Records	

Policy Statement.

The University of North Texas Health Science Center at Fort Worth is under the jurisdiction of the Texas Government Code and must comply with all the rules and regulations promulgated there under, including the requirement to maintain attendance and leave records on each employee. Under the Texas Government Code, the Health Science Center is required "to keep a record of the vacation and sick leave accrual and absences of each employee, and the reasons therefore, whether from sickness, vacation, or leave of absence without pay. Such records shall be available for public inspection." Also, hours worked and absences from work by a staff member must be recorded to ensure the staff member's receiving proper payment for hours actually worked, or for leave entitlements. To this end, department officials are encouraged to appoint departmental time clerks who will be responsible for timekeeping records for a specific unit, department, or subdivision, or subdivision thereof.

Application of Policy.

Faculty and Staff

Definitions.

None

Procedures and Responsibilities.

Records: Time and attendance records must be maintained on each faculty and staff member by use of the following forms (must be completed in ink or typed):

Procedure / Duty

Responsible Party

- | | |
|---|--|
| <p>1. Request for Leave Form: This form must be initiated whenever a regular faculty or staff member requests leave. This form is usually initiated prior to the date the leave is requested; however, in emergency situations (sick leave, etc.), this form is to be promptly submitted subsequent to the date the leave is requested.</p> | <p>Employee</p> |
| <p>2. Departmental Time Record: This form should be maintained to record the hours and days worked and absences for each non-exempt employee. Leaves or absences reported for each non-exempt employee on the Leave Form should also be reported on this form. Both the staff member and the Department Head or a department official with signature authority must sign the Department Time Sheet. Individuals in positions exempt under the Fair Labor Standards Act are required to enter vacation, sick leave and leave without pay on the Department Time Sheet. All other</p> | <p>Employee/
Department Official</p> |

leaves are maintained by the department on the Request for Leave Form.

3. **Time Reporting:** Each employee is responsible for accurately reporting the actual time worked or official absences. Reporting absences as time worked is a major work rule violation and will subject the staff member to discharge. Employee

4. **Records Retention:** All time and attendance records must be retained for official audit purposes. The health science center retention schedule requires time records be maintained for the current fiscal year plus the previous three fiscal years. Department Official

References and Cross-references.

Texas Government Code

Forms and Tools.

Request for Leave Form

Approved: 9/1/2006

Effective: 9/1/2006

Revised: